

**PERSONNEL GROUP  
DEPARTMENT RESERVE COORDINATOR**

**NOTICE**  
12.3

March 7, 2013

**TO:** All Commanding Officers

**FROM:** Department Reserve Coordinator

**SUBJECT:** DEPARTMENT RESERVE OFFICER OF THE YEAR - 2012

Each year, Department reserve officers volunteer thousands of hours of their personal time in the furtherance of public safety. To honor the dedicated men and women of the Reserve Corps, the Department holds an annual event to recognize their selfless dedication to public service.

While each reserve officer deserves our heartfelt thanks, there are those who merit special recognition. In order to properly recognize those reserve officers, all commanding officers are directed to assess reserve officers in their command and nominate an *"Area/Divisional Reserve Officer of the Year."* Nominations should be made on an Intradepartmental Correspondence, Form 15.2, and addressed to the Department Reserve Coordinator, Personnel Group, 100 W. First Street 2<sup>nd</sup> Floor, Los Angeles, CA 90012 Mail Stop 400.

Nominations should include the following:

- The officer's length of service and a short biography;
- A detailed rationale why the concerned reserve officer merits nomination and stands out when compared to other reserve officers;
- Any other pertinent information, including attachments detailing projects/programs that the nominated reserve officer has been instrumental in developing and/or implementing, and
- A recent eight by ten inch color photograph of the concerned officer. The officer shall be photographed in a Class "A" uniform or business attire.
- All submissions to the Department Reserve Coordinator shall include a computer disk containing the above described information.

Bureau Commanding Officers shall review Area/Divisional Reserve Officer of the Year nominees from within their chain of command and select a *"Bureau Reserve Officer of the Year."* Once Bureau Commanding Officers have made their selections, the Reserve Officer of the Year Selection Committee will review the bureau submissions and select a *"Department Reserve Officer of the Year - 2012."*

**Note:** For entities that do not have a bureau in their chain of command, the concerned group, Area or Divisional Reserve Officer of the Year will be considered by the Reserve Officer of the Year Selection Committee when selecting the overall Reserve Officer of the Year – 2012.

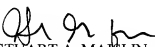
All reserve officers who have been selected as Bureau Reserve Officers of the Year, or as the Department Reserve Officer of the Year - 2012, will be honored at the "Twice a Citizen" Awards Banquet which will be held on Saturday, April 20, 2013 at 1800 hours.

Nominations must be received no later than Monday, April 1<sup>st</sup> 2013.

Should you have any questions or concerns regarding this request, please contact Sergeant Guillermo Galvan, Reserve Officer and Volunteer Section, Recruitment and Employment Division, at (213) 486-4730.

APPROVED:

  
GLORIA GRUBE, Police Administrator  
Department Reserve Coordinator

  
STUART A. MATLIN, Commander  
Acting Commanding Officer  
Personnel and Training Bureau

DISTRIBUTION "B"